



CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO CITY CLERK

CLERK 12 JUN 4 PM 1:03

Mr./Ms./Mrs.
Name Mullins Zizette Khalil

Resident of Burbank for 30 Years Burbank Registered Voter: Yes xx No

*****Pursuant to Charter Sections 800 and 810, no person shall be eligible to be City Clerk unless he/she is an elector of and actually lives in the City.***

Education:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE
University of Phoenix	Business Management	1998 - BSBM
Woodbury University	Leadership Academy	2011 Leadership

Additional Pertinent Courses or Training: Glendale University 2010 Supervisor Academy

Other Pertinent Skills, Experience or Interests: Facilitation and Mediation skills, Excellent Negotiation Skills, and Strong Commitment to Community Service.

Employment Information:

Present Occupation: Community Relations Coordinator

Name of Firm: City of Glendale

Address: 613 E. Broadway #200 Glendale, Ca 91206

Telephone: (D) 818 - 548-4859 (O) 818 548-4844

Specify current or prior service on a City Board, Commission or Committee:

I have had the privilege serving on the City of Burbank Civil Service Board for the last two years.

APPLICANT'S NAME: ZIZETTE MULLINS

List community activities in which you are involved: Due to the demands of the position of Community Relations Coordinator for the City of Glendale, my community activities have been centered on special events, projects and issues for that City. However, much of my work involves reaching out to a "community" i.e. Armenians, Latino, and Korean where there is a cross-over relationship existing between both Cities. If selected for this position, my many years of community outreach experience would benefit the residents of the City of Burbank, the community in which I have resided for 30 years.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position: I have earned a Bachelor of Science Degree in Business Management, and have been employed in the public service for the past twenty five years. Currently I hold the title of Community Relations Coordinator in the Management Services Department for the City of Glendale. My role involves working closely with the Mayor, Council and the Executive team, to have a full understanding of the political environment from a lay person's perspective, to proactively consider Council's needs. In addition to working closely with various community groups and organizations (see attached letter dated May 30, 2012).

What are your goals in serving as the City Clerk?

- Obtain all necessary City Clerk's certifications in timely manner.
- Provide the community with services which are integrated with principles of integrity, responsibility, efficiency and accessibility.
- Foster transparency and accountability
- Provide outstanding customer service to the Mayor, Council, the community and other City departments.
- Conduct all elections in an efficient and accurate manner as mandated by law.
- To enhance the election process by increasing community awareness. I plan to accomplish this through community meetings and speaking engagements at various civic and community organizations, including neighborhood groups. In addition to advertising in the local newspapers, I would like to promote the election in local business magazines and increase promotion of the election process in the ethnic publications that serve Burbank. I also plan to make more extensive use of the City's government access channel, banners, mailers and expand the City's outreach through social media such as Twitter, Facebook and the City's website.
- Enhance the current process of recording, ensuring that the minutes of the meetings are posted in a very timely manner.
- Ensure that agendas are prepared and submitted to the Council as required by law.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE.

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.

You are encouraged to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in the evaluation of your application.



CITY OF GLENDALE, CALIFORNIA
Management Services Division

613 East Broadway, Room 200
Glendale, California 91206-4391
Tel. (818) 548-4844 Fax (818) 547-6740
www.ci.glendale.ca.us

May 30, 2012

The Honorable Mayor Dave Golonski
And City Council Members
City of Burbank
275 East Olive Avenue
Burbank, CA 91501


Dear Mayor Golonski and City Council Members:

It is a pleasure that I provide a letter of recommendation for Zizette Mullins. Mrs. Mullins has had a successful career with the City of Glendale having begun her employment in May of 1987. She has worked in the City Manager's Office for the last twelve years holding the position of Community Relations Coordinator – an upper management position. In this capacity, Mrs. Mullins works closely with the City Council, Executive Team, city departments, and the community. She has achieved success, largely based on the skills and leadership she has brought to the position. She is skilled in working with others, devoted to an outcome of success.

Having known Mrs. Mullins for a number of years, I believe she would be an excellent candidate for the position of City Clerk, not only because of her people skills, but because of her ability to promote different programs and services. It is my observation that Mrs. Mullins' success, aside from her professional capabilities, stems from her enthusiasm and ability to see the big picture and multiple paths to accomplish organizational goals. Mrs. Mullins' commitment to her work, combined with her excellent people skills, make her ideal for a position that requires interaction with people, development of various means to accomplish objectives, and the ability to independently follow through to completion.

Again, it is a pleasure that I provide this letter of recommendation on behalf of Zizette Mullins, and find her to be an excellent candidate for the position of City Clerk.

Sincerely,


Yasmin K. Beers
Assistant City Manager

ZIZETTE MULLINS

OBJECTIVE: To seek an Executive position in local City government which will utilize twenty-five years of work and community service experience.

COMMUNITY SERVICE: City of Burbank Civil Service Board Member

June 2010 - present

WORK EXPERIENCE:

CITY OF GLENDALE Management Services

COMMUNITY RELATIONS COORDINATOR

May 2007 – present

Respond to City Council and City Manager requests for information and coordinate responses to resident inquiries. Work directly as a liaison with residents, the business sector, and City departments to provide a variety of service requests and event planning. Assist in coordination of the overall budget process and long range planning. Represent the City as an active member on several committees and community groups including the Chamber of Commerce, the Homeowners Coordinating Council, Community Forums and the Character and Ethics project. Coordinate and staff the "Week of Remembrance," "Cesar Chavez," and "Unity Fest" events. Prepare formal written and oral reports for presentation to Division Heads and the City Council. Coordinate the Sister City program and "City Hall in Your Neighborhood" meetings. Coordinate and host student field trips to City Hall. Represent the department as an active member on several committees including: Employee Human Relations, Health Insurance, Diversity, Sense of Community and Code Enforcement. Analyze and develop recommendations for computer functions, programs and equipment. Provide assistance in solving computer-related problems. Assist with various programs, projects and issues as assigned by the City Manager and the Assistant City Manager.

CITY OF GLENDALE Management Services

ANALYST & SENIOR ADMINISTRATIVE ANALYST

Dec 00 - May 07

Respond to City Council and City Manager requests for information and coordinate response to resident inquiries. Work directly as a liaison with residents, the business sector, and City Departments to provide for various service requests and event planning. Coordinate "City Hall in Your Neighborhood" meetings. Coordinate and staff Glendale Human Relations Coalition, Seeds of Peace Committee and Citizens' Memorial Advisory Committee. Monitor and coordinate the citywide mediation program. Represent the City as an active member on several committees and community groups including the Chamber of Commerce, the Homeowners Coordinating Council and Community Forums. Represent the department as an active member on several committees including: Investment in Leadership, Workforce Development, Human Relations, Health Insurance Committee, Employee Assistance Program, Cruise Night, Code Enforcement, and Citywide Internet. Serve as a member of the City's negotiation team. Prepare formal written and oral reports for presentation to Division Heads and the City Council. Supervise an Administrative Assistant position including scheduling, performance evaluations, recruitment and discipline.

CITY OF GLENDALE Development Services

ADMINISTRATIVE ANALYST

Sep 99 – Dec 00

Plan, develop and implement business assistance, retention, attraction and marketing programs for the business community. Work with property owners, merchants, contractors, and City staff to resolve business issues along with neighborhood representations. Lead development of three merchants' associations in various neighborhood business districts. Serve as office manager for support staff functions, including scheduling, performance evaluations, recruitment and discipline.

CITY OF GLENDALE
Finance Department

SENIOR ACCOUNTING TECHNICIAN

Nov 95 – Sep 99

Monitor the City's complex accounts receivable systems. Analyze and assist users of PeopleSoft system and budget ledger information. Audit and computer departmental charges for journal entries. Coordinate and process billing for various community events, utility companies and other agencies. Negotiate settlements with defendants, their attorneys and/or insurance companies.

GLENDALE CITY
Employee's Association

PRESIDENT

Jan 94 – Sep 99

Represent over 1200 general employees as President of the Glendale City Employee's Association. Serve as chief negotiator for GCEA. Participate in "meet and confer" sessions. Hire and supervise GCEA staff. Appoint and direct numerous employee committees. Direct Political Action Committees. Represent employees at Civil Service meetings and discipline appeal hearings. Participate in many citywide organizational studies and audits. Coordinate with the Personnel Division on employee awareness training programs such as Workplace Harassment and Violence in the Workplace. Work with management, elected officials and community leaders in organizing various citywide functions. Represent the GCEA at various community events.

CITY OF GLENDALE
Finance Department

SENIOR ACCOUNTING SERVICES ASSISTANT

Sep 91 – Nov 95

Establish and complete budgetary and collectable job orders, identify proper charges and deposits. Prepare invoices for account receivables billing system such as: utility companies, DUI, various community organizations and property damage.

CITY OF GLENDALE
Finance Department

OFFICE SERVICES ASSISTANT

Nov. 88 – Sep 91

Establish and close job orders. Prepare and compute charges on all job orders. Encumber Contracts, Purchase Orders and Service Authorizations to job order system. Request and review police reports for property damage billing.

CITY OF GLENDALE
Public Service

CUSTOMER SERVICE UTILITY REPRESENTATIVE

May 87 – Nov. 88

Operate and train employees on the City's automated Utility Billing System. Process, gather and enter all new meter installations on daily meter read. Assist customers with establishing and terminating services. Prepare letters and reports on behalf of the supervisor. Supervise employees in the absence of the section supervisors.

EDUCATION:

Bachelor of Science, Business Management

Dec. 1998

PERSONAL ATTRIBUTES

- Motivated and Results Oriented
- Teamwork - Collaborative Philosophy
- Business Orientation Skills
- Energetic with High Work Ethic
- Values-based leadership Skills
- Excellent Negotiation Skills
- Effective Written and Verbal Communication Abilities
- Strong Commitment to Community Service
- Facilitation and Mediation Skills

SPECIAL SKILLS:

Languages: Egyptian Arabic reading and writing
Computers: IBM-Windows, utilizing Microsoft Excel, Microsoft Word, Microsoft PowerPoint, File Maker Pro and Outlook.

My goals for the Office of City Clerk include:

- Obtain all necessary City Clerk's certifications in a timely manner.
- Provide the community with services which are integrated with principles of integrity, responsibility, efficiency and accessibility.
- Foster transparency and accountability.
- Exhibit a high level of professionalism and open communication.
- Provide outstanding customer service to the Mayor, Council, the community and other City departments.
- Conduct all elections in an efficient and accurate manner as mandated by law.
- To enhance the election process by increasing community awareness. I plan to accomplish this through community meetings and speaking engagements at various civic and community organizations, including neighborhood groups. In addition to advertising in the local newspapers, I would like to promote the election in local business magazines and increase promotion of the election process in the ethnic publications that serve Burbank. I also plan to make more extensive use of the City's government access channel, banners, mailers and expand the City's outreach through social media such as Twitter, Facebook and the City's website.
- Enhance the current process of recording, ensuring that the minutes of the meetings are posted in a very timely manner.
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May 30, 2012

Mayor Golonski
Vice Mayor Gabel-Luddy
Councilmember Brick
Councilmember Gordon
Councilmember Talamantes

Thank you for the opportunity to apply for the position of Interim City Clerk for the City of Burbank. My family and I have been Burbank residents for more than thirty years and both of my adult children graduated from the Burbank School System.

I have earned a Bachelor of Science Degree in Business Management; and, have been employed in the public service for the past twenty five years, currently holding the title of Community Relations Coordinator in the Management Services Department for the City of Glendale. Additionally, I have had the privilege serving on the Burbank Civil Service Board for the past two years.

My role as the Community Relations Coordinator involves working closely with the Mayor, Council Members and the Executive team, to have full understanding of the political environment from a lay person's perspective. Coordinate and oversee a multitude of cultural diversity events including; the annual Armenian Genocide Commemoration/Week of Remembrance, Cesar Chavez Day and Unity Fest. Coordinate and oversee the Sister City Program. These events require substantial organizational skills as well as the ability to achieve coalition among a very diverse group of community leaders. A major factor in the success of these events involves personally overseeing all marketing, press releases, media contacts and social outreach to promote the City's efforts and create public awareness.

I also organize and staff a number of smaller events, including visits from foreign dignitaries and elected officials and the City's Student Government Day. One of the functions of this position includes the development and oversight of the budget, which often runs into thousands of dollars. I have also worked on a number of Citywide policies, including helping to develop the new Procurement Card policy, Sustainability plan and customer service. Other duties include oversight of the Military Banner program, and City representation on many community committees such as the Glendale Latino Association, various Armenian Committees, the Patriotism Committee and one of the founding members of the Glendale Safe Family Task Force. My role also includes representing the City at a number of non-profit events including fundraisers and Homeowner Association meetings. One of the benefits of these years of

community involvement and outreach has been the acquisition of many friends and professional contacts in all walks of life.

My daily responsibilities include responding to requests from the Mayor, Council and City Manager to resolve issues or concerns of the public. I am a strong proponent of excellent customer service. I am known throughout the community and City staff as the person who provides top quality customer service with high political awareness. My philosophy on public service is simple: Take charge of a resident's problem and resolve it.

If my application is accepted, the City of Burbank will gain a very organized individual who willingly handles a multitude of tasks, fiscally responsible, meets deadlines, and resolves issues and concerns. I have the ability to prioritize my duties, and am able to motivate staff and the community to ensure that operation and procedures run smoothly.

Please consider my extensive background, my many years of public experience, and my sincere desire to serve as the Interim City Clerk of Burbank.

Sincerely,

Zizette Mullins



CITY OF GLENDALE, CALIFORNIA
Office of the Mayor

613 East Broadway, Suite 200
Glendale, California 91206-4391
Tel. 818 548-4844 Fax 818 547-6740
www.ci.glendale.ca.us

May 29, 2012

To: Mayor Golonski and Council Members,

Zizette Mullins is one of the most conscientious and loyal staff members I have known. She is recognized and respected throughout the City organization, and throughout the community, for her hard work, attention to detail, negotiating skills, and the ability to achieve consensus on a variety of issues among a very diverse group of individuals.

She is an extremely valuable member of the Management Services Department. My colleagues and I benefit continuously from her foresight: she resolves day-to-day community concerns with sensitivity and compassion, alleviating the need for Council to become involved in difficult political issues.

The role of a Community Relations Coordinator requires diplomatic skills, a thorough knowledge of the community, political awareness and a true desire to serve the public in the best possible way. The City of Glendale has all of this and more in Zizette Mullins. It has been my pleasure to work with her for over fifteen years and witness the successful outcome of every project in which she is involved. She is a role model for all public employees.

Zizette will be a big loss to the City of Glendale organization. However, I have full expectations that she will continue to serve the communities of Glendale and Burbank just as diligently as she has for the past 25 years. I have enjoyed working with her and wish her much success in her future endeavors.

Sincerely,

A handwritten signature in black ink that reads "Frank Quintero". The signature is written in a cursive, flowing style.

Frank Quintero
Mayor



CITY OF GLENDALE, CALIFORNIA
Office of the City Council

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May 24, 2012

Mayor Golonski and Council Members,

I have known and worked closely with Zizette Mullins for the last three years. Her knowledge of the Glendale community, including all of its many cultural groups, has been invaluable.

She has excellent team-building skills in regards to achieving consensus and managing large and small events and issues. This is a difficult task in a culturally-diverse City such as Glendale. Through her efforts, the City has made great strides in accomplishing social and cultural understanding. She has an exceptional reputation in the Glendale/Burbank area and has been recognized for her efforts by community groups.

Zizette is meticulous in regards to details, record-keeping and reports. Most importantly, she works on a daily basis with City Council to keep us informed of community concerns and issues, helping us to resolve these at an early stage.

She goes above and beyond the responsibilities of her office, ensuring that any projects with which she is involved run smoothly and are successful. She also has great vision, and proactively manages challenges with positive results. Zizette is an extremely loyal and hard-working staff member and will be a strong and positive asset for the City of Burbank. Please feel free to contact me if you have any questions.

Best Regards,

A handwritten signature in black ink, appearing to read "Laura Friedman".

Laura Friedman
Council Member



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Office of the City Council

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May 21, 2012

Mayor and Council members
City of Burbank

Mayor Golonski and Members of the Council

I would like to recommend Zizette Mullins as a candidate for the position of City of Burbank Interim City Clerk. Zizette is someone that I have known and worked closely with for more than eight years.

I have had the pleasure of working with Zizette on many community projects that involve various aspects of the City policies and the community at large. I always find Zizette to be enthusiastic, resourceful, an independent manager, personable and above all committed to serving the City of Glendale.

As a Community Relations Coordinator for the Management Services Department, Zizette is responsible for day-to-day operations handling a wide variety of tasks that interact with our diverse community. In addition, she is also in charge of coordinating and implementing all City sponsored events. She keeps the City Council well informed of all activities and potential issues that may affect the community. I find this very helpful in my role as a Council Member.

One of Zizette's greatest attributes is her commitment to excellence as she is devoted to ensuring a high quality work product in whatever she does. She always exhibits an outstanding work ethic and displays strong character and leadership. Zizette especially shines in her position during crisis matters as she carefully evaluates trouble scenarios, providing a fair and balanced resolution.

I strongly recommend Zizette Mullins for the Interim City Clerk position. Her loss will be felt deeply by me, my colleagues and the entire Glendale City organization. Please feel free to contact me if you have any questions or require additional information.


Ara Najarian
Council Member



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Office of the City Council

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May 22, 2012

To: Mayor Golonski and Council Members

I have known Zizette Mullins for approximately fourteen years and have worked closely with her during that time. She is an exemplary member of the Management Services Department. In addition to her considerable responsibilities as the Community Relations Coordinator, she has initiated and is responsible for a number of significant community events designed to unify our very diverse City.

Utilizing her strong leadership and motivational skills, she has the ability to bring together a group of individuals from all walks of life and a multitude of organizations--religious leaders, businesses, medical groups, educational officials, and influential community members--to work towards a common goal.

Zizette is very knowledgeable about City policies, procedures and ordinances; she is the "go-to" person when Council, staff or members of the community need assistance or solutions. Zizette possesses many outstanding attributes. She is detail oriented, very organized, an excellent record keeper, and an outstanding negotiator. These assets are recognized and very much appreciated by Council, staff and the community.

In closing, I highly recommend Zizette Mullins for the Interim City Clerk position. Glendale will definitely feel the loss of an outstanding manager. Please feel free to contact me if you have any questions.

Sincerely,


Rafi Manoukian
Council Member



CITY OF GLENDALE, CALIFORNIA
Office of the City Council

613 East Broadway, Suite 200
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Mayor Dave Golonski & Council Members,

I have had the privilege of knowing Zizette Mullins for more than 15 years. Over the years, I have watched her career progress from a senior accounting technician to her current position as the community relations coordinator in the city manager's office.

During these years, she also held the demanding position of president of the Glendale City Employees Association for approximately six years. I had significant opportunities in dealing with her regarding contract negotiations of employee contracts. I found her to be a very informed, knowledgeable and tough negotiator for some 1,200 city employees.

In her current capacity as community relations coordinator, she has been an active member on several committees and community groups. Zizette has been a great organizer of many city events, such as the Armenian Genocide Week events.

Zizette is a reliable and independent worker. She knows how to make friends with all she comes in contact with. She is not afraid to take on new tasks and achieve great results. Zizette works well with others.

I believe Zizette would be an asset to any office who needs a strong and dedicated employee.

If you have any questions, please do not hesitate to call me at (818) 298-6880.

A handwritten signature in black ink, appearing to read "Dave Weaver", is written over a horizontal line.

Dave Weaver
Glendale City Councilman



May 25, 2012

City of Burbank
275 East Olive Avenue
Burbank, CA 91502

Re: Ms. Zizette Mullins as a candidate for City Clerk

To whom it may concern,

It is with great pleasure and honor that we officially issue this letter of support for Ms. Zizette Mullins as a candidate for the position of City Clerk. I, Alex Woo, President of Korea Glendale Sister City Association can personally attest to Ms. Mullins' qualifications for this position. Our association has been in existence for three years and she has been our go-to person from the start and always been a reliable resource and liaison. She is someone that is very compassionate, kind, and open-minded. She is a hard worker who is great at multitasking and yet very organized and focused. She has been with the City of Glendale for 25 years and yesterday was a commemorative ceremony where over 90 people, co-workers, family, and friends came to congratulate her on this great accomplishment. She has been involved with so many different agencies and departments within the city for the past 25 years and has left her mark within every single position.

This is bitter sweet for me personally because I have really gotten to know and appreciate Zizette on both personal and professional level. She has been so supportive of our organization from day one and would go that extra mile for us to every time we asked of her and let me tell you, it was a lot. She would always do this with her beautiful smile on her face and made us feel so special. I know she does that to everyone but I really thought that she was doing this just for us at first. She just has a way of making people feel very comfortable and being attentive to their needs. The city would be remiss if we don't support her on this great opportunity for her to grow professionally and touch more people's lives but at the same time, she will be so very much missed.

Our association is where we are today because of the great appreciation and understanding as to how important it is for our city government to foster and incubate personal and professional relationships with the various ethnic groups within the city. Ms. Mullins has been a leader in this

KOREA GLENDALE SISTER CITY ASSOCIATION

660 S. MYERS STREET, LOS ANGELES, CA 90023 • TEL 818-337-0900 • FAX 818-337-0901 • WWW.KGSCA.COM

aspect for the city and I feel that she will be able to bring this and much more to Burbank. She has truly been a partner and great friend within the city for the past three years and as much as I would hate to see her leave, I submit this Letter of Support to you with a strong vote of confidence that she is the perfect candidate to be your next City Clerk.

If you have any further comments or questions, please feel to contact me at 213-268-8575 or via email at alexwoo@genesiscinc.com. Thank you and have a great day.

Best regards,

A handwritten signature in black ink, appearing to be 'Alex Y. Woo', with a stylized, sweeping flourish extending to the right.

Alex Y. Woo
President, KGSCA

May 22, 2012

Mayor Golonski, Burbank City Council members

It is with great pleasure that I write this letter of recommendation for Zizette Mullins, asking that she be considered for the important position of City Clerk for the City Of Burbank.

I have known Ms. Mullins for the past 10 years through my involvement in several boards and Organization within the City of Glendale. We have served, and continue to serve, together on an advisory capacity. Currently I am on the ANC Glendale Chapter Board, former Chair of the ARS Glendale Sepan Chapter, former Vice Chair for the Glendale Commission on the Status of Women, committee member of the Annual Commemoration of the Armenian Genocide and Man's Inhumanity to Man, as well as the Unity Fest (City Of Glendale Committees) and a founding member of the Glendale Safe Family Task Force

I find Mrs. Mullins to be extremely responsible, action oriented, reliable and resourceful. We traveled together as part of the Glendale-Ghapan official Delegation to Armenia, where I had the opportunity to interact with her on a variety of issues related to the City most specifically the Armenian community issues and the resources available to this community group. She has exceptional skills in conflict resolution with different and sometimes opposing ethnic communities, as well as her strong knowledge of City codes and regulations and most of all her willingness to go beyond her job duties to help and serve the public, especially the immigrant population who has hard time understanding municipal rules and terminology impressed my community and it was with pleasure that the Glendale Armenian National Committee awarded her the ANC excellence award in 2006.

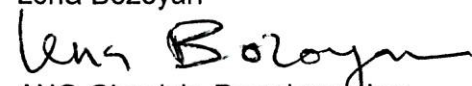
In addition to these necessary characteristics, Mrs. Mullins has been working with different Armenian leaders on organizing the Armenian Genocide event. Her role as the City Liaison to keep council and City staff informed on the issues and or concerns in the Armenian community is highly commendable.

Most importantly, Mrs. Zizette Mullins, is very caring and a compassionate person, who goes out of her way to help others. Indeed, she is very kind human being with strong leadership characteristics, which is a rare combination.

I urge you to give her your most serious consideration for the City clerk position in the City Of Burbank, as she will be a great team member, working collaboratively with other leaders in the City and Community.

Please feel free to contact me if you have further questions at 818-521-1020

Sincerely,
Lena Bozoyan



ANC Glendale Board member
ARS Glendale Sepan member

May 23, 2012

Mayor Dave Golonski
Vice Mayor Emily Gabel-Luddy
Mr. Gary Bric, Councilmember
Dr. David Gordon, Councilmember
Mr. Jess Talamantes, Councilmember
City of Burbank
275 E. Olive Avenue
Burbank, CA

Re: Reference for Mrs. Zizette Mullins

Dear Mayor Golonski and councilmembers:

I would like to take this opportunity to express my support and to encourage your strong consideration of Mrs. Mullins for the position of City Clerk for your great City.

As president of the Glendale Mexico sister cities committee for over 10 years, I have benefitted from her tireless support and professional approach to the many projects that we have embarked upon with our sister cities of Rosarito and Tlaquepaque Mexico. Just this week we got word that the 3 buses and 7 motorcycles we donated to Rosarito arrived and will be now put to good use by the city of Rosarito. This could not have happened without her strong support.

I have been in a number of committees over the years on which Mrs. Mullins has been the key organizer and coordinator, most recently, our Unity Fest event. As you well know, it is usually the staff support that makes our programs successful; such is the case with Zizette.

While I do not want to see her leave our great city, I know she will be close by and her talents will be Burbank's gain.

Respectfully,



Efrain Olivares AIA
President Glendale Mexico sister cities
Member CDBG Committee
Former chair Planning Commission